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c Exec. Comm.

County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101

#18

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

February 24, 1998

To: Each Department Head

From: David E. Janssen
Chief Administrative Officer

REPORTING REQUIREMENT FOR BIDS/CONTRACTS OVER \$25,000

Consistent with the Board's action on February 3, 1998 (attached), please be advised that, effective immediately, no Board letter which proposes a contract award over \$25,000 is to be placed on the agenda without language indicating that the bid/contract opportunity was listed on the County Office of Small Business (OSB) Web Site as part of the procurement process.

The OSB was established by the Board in March 1997 to make it easier for local small businesses to compete for County contracts. Their Web Site was developed to provide centralized information on County solicitations.

Ensuring that this requirement is met is each department's responsibility. If a proposed bid/contract was not listed on the Web Site, the department's Board letter shall provide justification that the listing was not appropriate or necessary.

Please direct any policy questions about this requirement to Chris Goodman of my staff at (213) 974-1464. Departments interested in receiving individual training about inputting data to the Web Site should contact the OSB directly at (213) 890-7462.

DEL OK
CG js

Attachment

Each Supervisor

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